

## **EDITED TASK LISTING**

### **CLASS: SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Manages the total education program of a state correctional adult/high school to ensure quality services are provided to students utilizing the Departmentally approved curricula and other available resources on a daily basis.
<b>2.</b>	Reviews and implements courses of study and training materials to aid in the education and rehabilitation process of students utilizing various resources (e.g. teaching methodologies, best practices, job market analysis, State Model Curriculum Standards, Trade Advisory Committees, etc.) as necessary.
<b>3.</b>	Reviews and implements programs for the special needs of the adult population (e.g., developmental disability program, disability placement program, etc.) to ensure compliance with court orders and other appropriate regulations utilizing laws, rules, and court orders, etc. as necessary.
<b>4.</b>	Consults with managers, employees, control agencies, and others on varied and/or sensitive/complex educational matters to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g. policies, procedures, interpersonal skills, knowledge, etc.) as needed.
<b>5.</b>	Takes preventative and/or corrective action to improve performance of employees utilizing training, professional development, the Departmental progressive disciplinary procedures, the Employee Assistance Program, etc., per approved regulations, policies, and other resources.
<b>6.</b>	Visits and evaluates classes/programs and confers with staff to evaluate and improve the methods and techniques of providing services to students utilizing standard evaluation procedures (e.g. classroom observation, review of student files, evidence based practices, etc.), per professional standards.
<b>7.</b>	Interviews and counsels students to provide information about available educational and vocational opportunities utilizing various resources (e.g. interpersonal skills, knowledge, experience, etc.) when requested.
<b>8.</b>	Serves regularly, either directly or indirectly as a member of a variety of multi-disciplinary committees to evaluate student/inmate educational needs and recommend courses of training and further education utilizing multi-disciplinary processes, educational records, other available information, input from the student/inmate and committee members.
<b>9.</b>	Analyzes student achievement data to determine the effectiveness of the academic and vocational training programs using database/manual systems, knowledge, experience, training, reference materials, etc., as required.
<b>10.</b>	For the adult programs, assists in the planning and supervision of the physical education/recreational programs at a correctional facility to provide meaningful sport and leisure activities to all inmate population, including special needs groups and geriatrics, through team and individual events using various tools, equipment, aids and/or processes on a daily basis.

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<b>11.</b>	Prepares effective written documents for management, staff, students and others utilizing a variety of tools, equipment, aids, and/or processes as appropriate.
<b>12.</b>	Maintains accurate records for historical data, management systems (e.g. supervisory files, budget tracking systems, credential files, memoranda, etc.) utilizing various tools, aids, equipment and/or processes as needed.
<b>13.</b>	Participates in the development and review of Budget Concept Statements, Budget Change Proposals, Schedule 9's and grant documents to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources.
<b>14.</b>	For the juvenile population, reviews and implements programs for the special needs of juvenile offenders (e.g., special education, English language learners, Americans with Disabilities Act, etc.) to ensure compliance with state and federal regulations utilizing processes adopted by the Division of Juvenile Justice Education Services as needed.
<b>15.</b>	Provides regular on the job training to appropriate staff on various functions of educational and institutional programs to ensure appropriate initiation, implementation and monitoring using knowledge, interpersonal skills, policies, procedures, etc.
<b>16.</b>	Implement adopted curriculum ensuring appropriate training activities for each curricula area using various resources as needed.
<b>17.</b>	Provides status reports to headquarters on a monthly basis to ensure appropriate program accountability as needed utilizing adopted departmental formats.
<b>18.</b>	Reviews and evaluates curricula and instructional programs to ensure the program is in line with the Department's adopted curriculum standards using curriculum guides, lesson plans, syllabi, and other resources as requested.
<b>19.</b>	Assists in the development and/or implementation of pilot projects to test their effectiveness and validity utilizing appropriate resources and materials as needed.
<b>20.</b>	Represents the Department, in formal or informal settings, regarding educational matters at meetings, conferences, hearings, etc., to obtain/share information and/or represent the interest of the Department utilizing professionalism, knowledge, personal expertise, etc., as needed and/or upon request.
<b>21.</b>	Maintains security of work areas and materials in the performance of daily activities in order to prevent escape or injury by incarcerated individuals to themselves, others, or to property utilizing various resources (e.g. interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by Departmental policy.
<b>22.</b>	Supervises staff in the administration and security of all educational testing (e.g. Comprehensive Adult Student Assessment System, Test of Adult Basic Education, General Education Development, standardized testing and reporting, California High School Exit Exam, etc.) to ensure compliance with testing procedures on an on-going basis.

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<b>23.</b>	Provides functional and direct supervision of the institution/school library/law library programs to comply with departmental regulations and court mandates using various resources (e.g. reference manuals, media, computer software, subscriptions, legal material, etc.) on a daily basis.
<b>24.</b>	Reviews, investigates, and/or responds to ward/inmate appeals to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., on an on-going basis.
<b>25.</b>	Responds to staff grievances to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed.
<b>26.</b>	Manages the educational budget by monitoring, tracking and prioritizing expenditures to ensure fiscal responsibility in accordance with departmental fiscal policy and federal and state laws on an on-going basis.
<b>27.</b>	Evaluates employee performance to ensure performance objectives/standards are met as required by state laws, rules and regulations on an on-going basis.
<b>28.</b>	Supports department-wide mandates concerning Equal Employment Opportunity, American with Disabilities Act, and other personnel practices as defined by regulatory agencies and established guidelines/policies on an on-going basis.
<b>29.</b>	Participates in the development of local and statewide education policies and/or procedures utilizing appropriate resources under the direction of departmental management and/or control agencies on an on-going basis.
<b>30.</b>	Provides professional development to all education staff to improve program effectiveness utilizing workshops, conferences, contract trainers, etc., on an on-going basis.
<b>31.</b>	Participate in the recruitment and hiring process in accordance with the State Personnel Board Rules and Regulations utilizing various resources (e.g. staff networking, advertisement, career fairs, etc.) on an on-going basis.
<b>32.</b>	Serves as a member of the institution's executive team to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g. policies, procedures, interpersonal skills, knowledge, etc.) as needed.
<b>33.</b>	Provides the direction and resources to facilitate the school accreditation process as well as, compliance reviews, annual Departmental compliance reviews and other state and federal reviews to ensure program accountability and compliance utilizing various resources (e.g. Western Association of Schools and Colleges, coordinated compliance review, Special Education verification reviews, federal grant program reviews, etc.), as required.
<b>34.</b>	Manage personnel and fiscal resources to ensure program needs are met (e.g. personnel years, vacation and sick leave usage, utilization of space, equipment, expenditures, etc.) utilizing various expenditure tracking systems, position control, Strategic/Master Plan, etc., on an on-going basis.

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<b>35.</b>	Collaborate with institutional management teams to ensure that students have access (required and/or voluntary) to attend educational programs in order to meet student goals, utilizing student absence tracking systems, as required by state laws and regulations on an on-going basis.
<b>36.</b>	Implement regular and alternative education delivery programs supported through technology and other media (e.g. television, closed circuit, computers, Correctional Learning Network, distance learning, etc.) utilizing technology delivery systems on an on-going basis.